



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

22 FEB 2023

DIVISION MEMORANDUM

No. 100 s. 2023

**RECRUITMENT AND SELECTION OF APPLICANTS FOR
PROJECT DEVELOPMENT OFFICER II**

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. The field is hereby informed of the division-wide recruitment and selection of interested applicants for Project Development Officer II. All qualified and interested applicants are requested to submit their pertinent documents on or before **MARCH 09, 2023** at the office of the Personnel Services Unit through Records Unit. The **DepEd Order No. 66, s. 2007** – Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions; and the **Regional Memorandum No. 434 s. 2017** – Internal Guidelines for the Implementation of DepEd Order No. 66, s. 2007 shall be used by the Human Resource Merit Promotion and Selection Board (HRMPSB) in the recruitment and selection process.

All qualified and interested applicants may submit regardless of race, color, sex, religion, sexual orientation, gender identity, national origin, veteran, or disability status.

Position Title	Plantilla Item No.	Salary Grade	No. of Position	Place of Assignment (Plantilla)
Project Development Officer II	OSEC-DECSB-PDO2-270002-2021	SG 15	1	Office of the Schools Division Superintendent



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2. The qualification standards and competency requirements of the said position are as follows:

CSC Prescribed Qualifications				
Education	Trainings	Experience	Eligibility	Competency Requirement
Bachelor's Degree relevant to the job	4 hours of relevant training	1 year relevant experience	Career Service Professional (Second Level Eligibility)	Self Management, Professionalism and ethics, Result focus, Teamwork, Service Orientation, Innovation, Oral and Written communication

3. Interested qualified applicants are advised to register at <https://tinyurl.com/depedtayabasonlineapplication> and submit **certified true copies** of the following documents **properly labelled, with ear tag** per criterion at the Records Section:

1. Letter of Intent addressed to the Schools Division Superintendent, NATIVIDAD P. BAYUBAY, CESO VI.
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-size picture (CS Form No. 212, Revised 2017) and Work Experience Sheet which can be downloaded at www.csc.gov.ph
3. Photocopy of duly signed Performance rating in the present position for the last 3 rating periods
4. Photocopy of updated Service Record
5. Photocopy of Certificate of Employment with brief description of duties and responsibilities
6. Photocopy of authenticated CSC Certification of Eligibility/ Photocopy of updated PRC ID License (must be Certified True Copy by the PRC)
7. Photocopy of Authenticated Transcript of Records (TOR), Diploma and Certification of Complete Academic Requirements (if applicable)
8. Certificate of Participation in a specialized training (e.g. Scholarship programs, short courses, study grants)
9. Certificate of Participation in Training/s attended for the last five (5) years or after the recent promotion which show/s that the applicant has obtained the following criterion:
 - a. participant in three (3) or more training activities in each level conducted for at least three (3) days and not credited during the last promotion (District level, Division level, Regional level), and/or;
 - b. participant in one (1) training conducted for at least three (3) days and not credited during the last promotion (National level, International level).
10. Latest approved appointment (if any)
11. Outstanding Accomplishments, if any (kindly refer to Regional Memorandum No. 434 s. 2017 for the supporting documents needed)
 - a. Outstanding Employee Award
 - b. Innovation/s (Innovative work plan properly documented, approved by immediate chief and attested by authorized regional/division official;



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- c. Research and Development Projects
- d. Certificate as Consultant/Resource Speaker Trainings/ Seminars/ Workshops/Symposia
- e. Publication/Authorship

Applicants are advised to submit the documents for their outstanding accomplishments in a sealed enveloped (**separate from their application**) which shall be opened during the scheduled evaluation of documents.

12. Omnibus certification of authenticity and veracity of all documents submitted.
4. **For fairness and equality among interested applicants**, submission of documents and/or additional credentials made after the due date will not be accepted, unless otherwise, this Office requests so for verification purposes of submitted documents and/or announces the extension of recruitment process.
5. **Only those applicants who meet the minimum Qualification Standard shall proceed for further assessment/evaluation as stipulated in the DepEd Order No. 29, s. 2002 entitled "Merit Selection Plan of the Department of Education."**
6. Below is the timeline for the recruitment and selection process.

Activities	Venue	Schedule
Deadline of Filing of application letter with complete supporting documents.	SDO Records Unit/Receiving Section	March 09, 2023
Pre-evaluation of the applicant's qualification viz-a-viz Qualification Standards	HRM Office	March 10, 2023
Submission of QS Evaluation to the HRMPSB for deliberation	Office of the ASDS	March 14, 2023
Written and Oral Communication Test of applicants Evaluation of documents and interview of applicants	SDO Conference Room	March 17, 2023
HRMPSB deliberation and preparation of Comparative Assessment Results (CAR)		March 20, 2023
Submission of Comparative Assessment Result (CAR) to the office of the SDS	Office of the SDS	March 21, 2023



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Conduct of Background Investigation	Upon the request of the Appointing Authority	
Posting of Results	DepEd Tayabas Bulletin board, website and FB page	March 23, 2023

7. All applicants are requested to be present during the evaluation and interview. For further inquiries, please email us at hr@depeditayabas.com.

8. Wide and immediate dissemination of this memorandum is desired.


NATIVIDAD P. BAYUBAY, CESO VI
Schools Division Superintendent 



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DUTIES AND RESPONSIBILITIES OF PROJECT DEVELOPMENT OFFICER II

Key Result Areas	Duties and Responsibilities
Risk-Informed Plans, Policies and Standards	<ul style="list-style-type: none"> Review existing plans, policies and standards. Develop/enhance and disseminate risk-informed plans, policies and standards for implementation.
Partnerships for Strengthening Resilience	<ul style="list-style-type: none"> Identify areas for partnerships with external partners on DRRM, CCA and EiE programs. Establish a regular coordination mechanism, database, and protocol for organizing, sharing and tracking information, resources, expertise and best practices among external and internal partners. Participate in International events/conferences. Undertake coordination on prepositioning of materials and interventions for preparedness, response, and rehabilitation and recovery. Identify areas for partnerships with relevant DepEd offices in connection with DRRM, CCA, and EiE.
DRRM Information System (DRRMIS) and Research	<ul style="list-style-type: none"> Create uniform templates to accommodate required data and provide feedback to the different DepEd offices and partners. Enhance data handlers' on: knowledge on existing protocols, capacity in data collection, management and analysis; and capacity in using data applications and software. Archive and store consolidated data in different formats to give easy access to different offices for administering interventions and future references. Analyze historical hazards data and official hazard maps to identify possible policies and programs in vulnerable areas. Conduct evidence-based research relative to DRRM, CCA, and EiE as basis for risk-informed policy and standard formulation and program implementation.
Resilience Education	<ul style="list-style-type: none"> Facilitate DRRM, CCA, and EiE integration in the K-12 curriculum. Establish memorial days to ingrain deep consciousness of disasters among personnel and learners at all levels.



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Information, Education and Communication (IEC) and Advocacy for Resilience	<ul style="list-style-type: none"> • Review existing IEC and advocacy resource materials on DRRM, CCA, and EiE. • Develop/enhance and disseminate IEC and advocacy resource materials on DRRM, CCA, and EiE (needs-based consideration). • Create a communication campaign on safety and resilience. • Establish a library on IECs for DRRM, CCA, and EiE (hard and digital). • Provide regions, divisions, and schools support and assistance, enabling early return to normal operations and recovery towards resilient development.
Learning Continuity and Resilience Interventions	<ul style="list-style-type: none"> • Provide interventions for the well-being of affected personnel and learners. • Facilitate the support and assistance to divisions, and schools, enabling early return to normal operations and recovery towards resilient development. • Establish enabling mechanisms for regions, divisions, and schools to locally manage their response, and rehabilitation & recovery needs and interventions.
Monitoring and Evaluation on DRRMS Comprehensive School Safety Initiatives	<ul style="list-style-type: none"> • Monitor progress of DRRMS' comprehensive school safety initiatives. • Evaluate the outcomes and impact of DRRMS' comprehensive school safety initiatives.

